

ENCLOSURE 1

California Drug Court-Related Substance Abuse Treatment Program
Request For Applications

(Originally Released On October 27, 1997)

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TTY (916) 445-1942
(916) 322-7012



December 11, 1997

TO: COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS

SUBJECT: Re-Release of the California Drug Court-Related Substance Abuse Treatment Program Request for Applications (RFA)

Enclosed is the Request for Application material for the California Drug Court-Related Substance Abuse Treatment Program which is being re-issued. The maximum amount of this program is \$9,000,000 over a total of 36 months to be released in increments of \$3,000,000 every 12 months. The authority for this program is part of the 1997-98, Fiscal Year State Budget Act. Budget Act language regarding this intended use of these funds is concise, thus requiring a tightly focused RFA and local response increasing alcohol and drug treatment available to offenders under the jurisdiction of drug courts.

Counties who are interested in developing or expanding such treatment in their jurisdiction, should review the enclosed material in detail before reviewing or revising their application. This package contains the information and forms necessary to submit a new or revised application to compete for a drug court-related substance abuse treatment award. The Compilation of Questions and Responses and a clarification letter, dated November 21, 1997, have also been enclosed. The RFA is competitive and applicants will want to pay particular attention to the selection criteria, the Compilation of Questions and Responses, and the scoring system. Finally, we have enclosed a review of failed technical review criteria and the Department's internal Technical Review Instruments to provide additional guidance as applicants review their previous proposals and prepare their resubmissions. We suggest that each applicant use this information to complete an independent technical review of their application before it is submitted to the Department.

This letter, the Compilation of Questions and Responses, and the clarification letter, dated November 21, 1997, have been incorporated as a part of the RFA. Where there is conflicting information, such as the submission date, allowable costs, etc., the most recent document supersedes all other documents.

As you were informed on December 9, 1997, the original application was withdrawn due to the failure of a significant number of applicants to pass the technical review, which would result in the Department not being able to meet the legislative and program goals of the Drug Court-Related Substance Abuse Treatment Funding. We

have outlined the problem areas in Enclosure 4. Adherence to the technical requirements of the RFA is critical. Any deviation, no matter how minor, from these requirements will result in an application being disqualified. Applicants are further encouraged to ensure that their budget includes only allowable costs, as outlined in the RFA and corrected in responses #11 and #11a in the Compilation of Questions and Responses.

Under a separate cover, we are returning the entire application package, including all copies, to the contact person identified within the application. This will allow applicants to use already signed original documents, if they choose. We suggest that all applicants take this opportunity to re-check the content of their application to ensure a complete and accurate response.

In order to expedite progress toward the goals of this program, the Department intends (but does not guarantee) to proceed to award on this RFA, whether or not a greater number of applications pass the technical review.

The enclosed package is complete; no further information will be provided in response to inquiries. The Department will not respond to questions related to whether or not an application passed or failed or inquiries regarding specific problems within an application. Each applicant is responsible to use the information provided to review and refine their application before submitting it to the Department.

**Applications must be submitted to the Department by
January 2, 1998, by 5:00 p.m.**

We appreciate the statewide interest in the Drug Court-Related Substance Abuse Treatment funding and regret any inconvenience the re-issuance of the RFA may have caused. We continue to look forward to implementing this exciting program through out the State of California.

Sincerely,

GLORIA J. MERK, II
Deputy Director
Program Operations Division

Enclosures

cc: Wagerman Associates
Administrative Office of the Courts

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
1700 K STREET
SACRAMENTO, CA 95814-4037
TTY (916) 445-1942
(916) 322-7012



TO: County Alcohol and Drug Program Administrators

SUBJECT: California Drug Court-Related Substance Abuse Treatment Program
Request for Applications (RFA)

Enclosed is the Request for Application material for the California Drug Court-Related Substance Abuse Treatment Program. This packet contains the information and forms necessary to submit an application and compete for a drug court-related substance abuse treatment award. The maximum amount of this program is \$9,000,000 over a total of 36 months to be released in increments of \$3,000,000 every 12 months. If you are interested in developing or expanding such treatment in your jurisdiction, please read this material in detail before beginning to prepare your application. The distribution of these funds is competitive and you may want to pay particular attention to the selection criteria and rating system in Section I and Attachment D of the RFA.

Applications must be submitted to the Department by December 1, 1997, by 5:00 p.m.

The authority for this program is part of the 1997-98, Fiscal Year State Budget Act. Budget Act language regarding the intended use of these funds is concise, thus requiring a tightly focused RFA and local response increasing alcohol and drug treatment available to offenders under the jurisdiction of drug courts.

If you have questions or concerns regarding this RFA, please contact Marshal D. Wilkerson, of my staff, through the method outlined within the RFA in Section II entitled *Contacts*.

Sincerely,

GLORIA J. MERK, II
Deputy Director
Program Operations Division

Enclosures

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT REQUEST FOR APPLICATIONS (RFA)

I. FINAL FILING DATE AND TIME

The final deadline for receipt of all applications to the California Department of Alcohol and Drug Programs (ADP) is:

Date: **December 1, 1997**

Time: **Received no later than 5:00 p.m.**

NO LATE APPLICATIONS WILL BE ACCEPTED.

Applications submitted through facsimile, electronic transfer, or on diskette will not be accepted.

Applications must be delivered to ADP by the deadline. Applications postmarked, but not delivered, by the deadline will not be accepted.

Completed applications must be submitted to:

**Marshal Wilkerson, Supervisor
Special Projects Section
Department of Alcohol and Drug Programs
1700 K Street, Fifth Floor
Sacramento, CA 95814-4037**

Hand delivered applications should be brought directly to the Business Services Section, in room 100.

II. CONTACTS

If you have questions regarding this RFA, please telephone, FAX, or E-mail the Special Projects Section of the Program Operations Division.

Contact: Marshal Wilkerson
Telephone: (916) 323-2087
FAX: (916) 445-0846
E-mail: adp.mwilkers@hw1.cahwnet.gov

Questions will be collected from October 27, 1997 until 5:00 p.m. on November 10, 1997. Questions will not be accepted after November 10, 1997. A compilation of all of the questions and their responses will then be mailed to each County Alcohol and Drug Program Office on or before November 14, 1997. The compilation will also be posted, in a pdf format, on the California Drug Court Works web-page, on the Internet, at:

http://www.adp.cahwnet.gov/sub1\adp_sub2\adp_prog.htm

NOTE: If you are faxing or e-mailing your questions, please call to verify their receipt. If you are asking your questions by telephone, please follow up with a copy for our records by e-mail, facsimile or postal service.

III. ELIGIBILITY REQUIREMENTS

A. Applicant Agency

The County Alcohol and Drug Program Office has been identified as the formal applicant, however, coordination and collaboration with each County's District Attorney's Office, Probation Office, Public Defender's Office, and the pertinent court system is required and must be documented.

B. Joint Applications

Each county may submit only one application, however, more than one county may collaborate on a single application for the sum of the amounts each county is eligible to request within individual applications.

A proposal may also stipulate funding substance abuse treatment services for more than one drug court within one jurisdiction or multiple jurisdictions. However a single county proposing to provide services to multiple drug courts may not exceed the maximum award amounts identified for that county (See Section V.A. Award Amounts).

IV. BACKGROUND

A. Purpose of Funds

As the concept of separate drug courts and their effectiveness has gained widespread acceptance, funds have become more available from federal, state and local criminal justice system sources to develop and maintain drug courts. Funds for the expansion of alcohol and drug treatment, so essential to the success of these courts, have not been readily available. The purpose of this RFA is to provide additional opportunities for treatment of offenders with alcohol and/or other drug problems under the jurisdiction of drug courts.

B. Source of Funds

The funds for this program were made available from unexpended prior years' federal Substance Abuse Prevention and Treatment (SAPT) Block Grant Funds allocated to California by the Substance Abuse and Mental Health Services Administration (SAMHSA), and will be subject to all related rules and regulations. The authorization and requirement for a competitive bidding process is contained within the California Governor's 1997-98 Fiscal Year Budget, Chapter 282, Statutes of 1997, which states:

"Of the funds appropriated in this item that are carried over from prior fiscal years, \$3,000,000 per year shall be allocated to counties on a

competitive grant basis to develop and expand drug court-related substance abuse treatment in the 1997-98, 1998-99, and 1999-2000 fiscal years.”

V. GENERAL INFORMATION

A. Award Amounts

This is a 36-months program with a single competitive application process; after the initial award, annual renewal awards will be contingent upon legislative authority and adequate project progress as determined by ADP.

It is ADP’s intent to allocate and disburse all of the annual \$3,000,000 identified by the Legislature.

The following table shows the **maximum award amount** per year to be made to each sized county:

\$35,000	Minimum Base Allocation Counties
\$75,000	Medium-Sized Counties
\$160,000	Large Counties
\$200,000	Extra-Large Counties

(See Attachment C for County List by Categories.)

It is anticipated, though not guaranteed, that an annual grand total of \$245,000 will be awarded to the category of Minimum Base Allocation Counties, \$1,275,000 will be awarded to the category of Medium-Sized Counties, \$1,280,000 will be awarded to the category of Large Counties, and \$200,000 will be awarded to the category of Extra-Large Counties.

If there are funds remaining within any category(ies) after all proposals, meeting the minimum scoring requirements (see Section J), within that category(ies) are funded, ADP will pool the remaining funds, re-rank the remaining unfunded proposal into one group and then award the remaining funds to the highest ranking proposals. If there continues to be an amount of funding smaller than any requested proposal budget, ADP will offer to award the remaining funds to the next highest ranked proposal. Should that applicant refuse the lesser award, ADP will continue down the ranked list until it identifies an applicant willing to accept a reduced award. In the case that no fundable applicant is willing to accept a reduced award, the remaining funds will be offered to the previously awarded applicants on an equal basis to proportionately increase the treatment services provided within their original proposals.

B. Scope of Services

Comprehensive drug court-related substance abuse treatment usually employs at least a three-phase treatment process. These major phases are: 1) detoxification, 2) stabilization, and 3) transition. Program funds are intended to focus on direct or ancillary services related to these major treatment phases for drug court clients and their families. Counties may apply for funding of the

combination of project elements, within the parameter of a multi-phased treatment process, that best meets local needs.

C. Inter-Agency Collaboration And Cooperation

An operational agreement(s) among all the agencies participating in the drug court must be submitted with each application. Each agreement(s) will identify all the entities participating in either the Drug Court or the Drug Court-Related Substance Abuse Treatment, outline each party’s roles and responsibilities, and identify what each entity will bring to and expect from the Drug Court or the Drug Court-Related Substance Abuse Treatment.
(See Attachment B for a sample Operational Agreement.)

D. Allowable Costs

This program is intended to increase substance abuse treatment available to drug court clients. Program funds may not be used to supplant or replace the existing salary base for *any* current staff within your court(s) or substance abuse treatment system. However, with proper documentation proving that no supplantation or redirection has occurred, these funds may be used to increase the treatment-related staff and resources available to the drug court.

Allowable costs are those directly related to treatment for drug court clients. They may include, but are not limited to:

- Assessment
- Acupuncture
- Child care
- Clothing stipends (employment related)
- Computer, modem and monitor¹
- Day Care Habilitative
- Detoxification
- Drug testing
- Drug court case manager(s)
- Drug court/treatment coordinator
- Housing stipends
- Job placement
- Non-residential treatment
- Public health-related services
- Relapse Prevention counseling
- Residential treatment
- Client transportation
- Vocational counseling

Program funds are not available to support nontreatment-related staff and resources available to the drug court. However, a county may present these costs as part of their in-kind match (see Section F). Costs which are not allowable include, but are not limited to:

¹ Each proposal is limited to requesting 1 computer, 1 modem, and 1 monitor.

Drug court legal:
personnel costs
training
facilities
supplies
equipment
conferences
vehicles
indirect costs
administrative costs

In summary, costs that are not directly related to providing substance abuse treatment to drug court clients are not to be supported by program funds but may be utilized as in-kind match.

All items purchased with program funds must be entered into the county's normal accounting system. All purchasing and personnel records pertaining to these funds must be retained for three years from the date of final payment under this program and are subject to audit.

E. Reporting Requirements

Quarterly reports containing status narratives, data summaries, and expenditure updates on each project will be due 30 days after the close of the first three quarters of each year. Annual reports containing information on the fourth quarter and full summaries of total yearly expenditures will be due 30 days after the close of each 12 month period.

Participation in a drug court data collection system for a cross-site program evaluation is mandatory. The Department of Alcohol and Drug Programs will be responsible for the design of the data collection system and input format. Each funded county will receive data collection instructions and forms before the first quarterly report is due. Each applicant must be prepared to provide data from across the multiple systems involved with the drug court clients.

Between the 18th and 24th month of the 36-months program, each awardee will submit to ADP a plan for the continuation of the expanded drug court client treatment after the end of this program's funding period.

A final project report and expenditure summary covering 36 months will be required 60 days after the close of the program period.

F. Matching Funds Required

A local support match of at least 25% will be required. The match can be either "in-kind" meaning specific dedicated services, salaries, equipment, supplies, etc., or actual dedicated local dollars to support the drug court. It is necessary that any county resources identified as "matching" for this program, be directly and exclusively

spent on the drug court or activities supporting the drug court. Scoring preference will be given to those proposals showing a contribution of actual local funds.

Matches should not be proposed involving speculative funds, such as revenues from client fees or potential federal funds.

G. Method of Disbursements

Funds will be awarded via amendments to the existing Negotiated Net Amount or County Combined Contracts. Payments for the Drug Court-Related Substance Abuse Treatment Program expenditures will be included with normal county contract payments. All expenditures within this program will be subject to the same rules, regulations and procedures as other county contract funds.

H. Page Limitations

Each section within the application has specific space/page limits. These limits are identified within each section's instructions. Applications may not be expanded through the use of attachments. Applications which exceed space/page limits within the body or attachments will be disqualified during technical review.

I. Submission of Applications

An unbound original and four unbound copies of the application package with all attachments must be submitted to the name and address shown in Section II (under Contacts). Applications submitted through facsimile, electronic transfer, or on diskette will not be accepted

J. Selection for Funding Process

Each application will receive a pass/fail technical review by ADP staff. This review will ensure that:

- The application was received on time
- The application is unbound
- There are 4 unbound copies
- The application is complete
- The application is responsive to the RFA
- County Alcohol and Drug Program Office is the applicant
- Appropriate signatures have been obtained
- A signed operational agreement has been included
- Each of the ten key components of drug courts has been addressed in the description of the local drug court
- Includes the number of new clients to be treated
- Includes the amount of residential treatment to be created
- Includes the amount of non-residential treatment created
- The application is within the specified space/page limits
- All pages have a header identifying county and application
- All pages are standard white 8 1/2" x 11" paper

All pages are legible and typewritten
Typeset is no more than 12 characters per inch²
Margins are a minimum of ½ inch in width
All pages are single sided
All pages are consecutively numbered

Applications which pass ADP's technical review will receive a full review by a 13 member committee composed of:

Administrative Office of the Court Representative - 1
ADP Representatives - 5
AOD Treatment Provider³ - 1
County AOD Administrators Representative⁴ - 1
Director's Advisory Council - 2 (1 - Constituency/
1 - Provider Organization)
Governor's Policy Council Representatives- 2
Legislative Staff- 1

The committee will score all of the applications as a group without consideration of county categories. The committee will score each proposal in the following areas for a total of 150 possible points.

Description of Local Drug Court (10 points)
Project Narrative (70 points)
Statement of Need
Goals and Objectives
Project Design
Evaluation (10 points)
Data Collection and Progress Assessment
Project Budget (30 points)
Line Item Budget
Budget Narrative
Matching Funds Listing and Narrative
Assurances and Certifications (30 points)
Collaboration and Coordination
Integration and Continuation of Increased Treatment

Generally proposals will be scored on the quality of the proposal according to these uniform selection criteria:

- completeness and comprehensiveness of application
 - conceptual viability of project
- (See Attachment D, for detailed scoring criteria.)

²This limitation is not based upon either pitch or font. Every application will be measured to ensure that there are no more than 12 characters per inch of text.

³The AOD Provider will not stand to benefit from any application for funds under this RFA.

⁴The County Alcohol and Drug Program Administrator will be selected from a county which is not competing for funds under this RFA. If all 58 counties compete for funds, there will not be an administrator on the committee.

Proposals receiving a final score of 80 percent of the total possible points, without scoring less than 50 percent of the possible points within any single section, will be eligible for funding. The eligible proposals will be separated by county category and ranked within the categories. Proposals will be funded by rank within each category until the funds allotted to each category are awarded. (See Section V.A.)

VI. RESULTS NOTIFICATION

The Department will notify all applicants whether proposals passed or failed the Technical Review. Those applicants whose proposal successfully passed the Technical Review, will be notified, via facsimile, at the end of the RFA Review Process, of their proposal's score, rank, and funding status.

VII. APPEAL PROCESS

Any applicant wishing to file an appeal with ADP regarding the RFA Review Process, must notify ADP, of their intent to appeal, within 48 hours of the following two events:

- 1) notification of the proposal's failing the Technical Review
- 2) notification of the proposal's score, rank, and funding status.

The notification must be in the form of a Letter of Intent to Appeal addressed to

Desirée Wilson, Deputy Director
Division of Administration

The Letter of Intent to Appeal must be transmitted to ADP via facsimile to (916) 445-0846.

The only permissible grounds for appeal is to challenge whether the Department has followed the processes presented within this RFA package. An appeal may not challenge the determination of the Department's Technical Review or the judgement of the Department's Review Committee in determining a proposal's score.

Within 72 hours of notifying ADP of its intent to appeal, the applicant must submit its complete appeal to

Desirée Wilson, Deputy Director
Division of Administration

The appeal must be transmitted to ADP via facsimile to (916) 445-0846.

The Deputy of Administration will convene an Appeal Review Committee, within 5 working days after receipt of the complete appeal, to determine the appeal's merit and issue recommendations regarding corrective action. The committee may be comprised of representatives from ADP's Legal Office, Audit Section, or any other organizational unit of ADP as the Deputy deems necessary. The applicant will be notified, in writing, by the Deputy of Administration of the final determination and any departmental action to be taken in regard to its appeal.

VII. APPLICATION PACKAGE

The application package (Attachment A) includes the following:

Cover Page

Description of Local Drug Court

Project Narrative

1. Statement of Need
2. Goals and Objectives
3. Project Design

Evaluation

1. Data Collection and Progress Assessment

Project Budget

1. Line Item Budget
2. Budget Narrative
3. Matching Funds Listing and Narrative

Assurances and Certifications

1. Collaboration and Coordination
2. Integration and Continuation of Increased

Treatment

3. Special Requirements and Assurances

Completing and Submitting Your Application

Attachments

- B. Operational Agreement
- C. County List By Categories
- D. Application Scoring Instrument⁵
- E. *Defining Drug Courts: The Key Components* ⁶

⁵The scoring instrument is provided for your information only; it is to be completed by ADP's RFA Review Committee.

⁶Additional copies of *Defining Drug Courts: The Key Components* can be obtained by calling either the ADP's Resource Center, at (800) 879-2772, or the National Criminal Justice Reference Service, at (800) 851-3420.

ATTACHMENT A

California Department of Alcohol and Drug Programs

APPLICATION
FOR
DRUG COURT-RELATED
SUBSTANCE ABUSE TREATMENT FUNDING

County: _____ Total Amount Requested(3 years): \$ _____

Lead County Office of Alcohol and Drug Programs: _____

Address: _____

Other Counties Involved In Joint
Application: _____

County Project Director (Also list contact person if different):

Name: _____

Name: _____

Title: _____

Title: _____

Telephone Number: _____

Telephone Number: _____

FAX Number: _____

FAX Number: _____

Applying for:

Treatment Expansion Funds _____ and/or Treatment Development Funds _____ (check one or both)

How many drug courts are participating in this project? _____

Number of current drug court clients in treatment during last 12 months? _____

(Number of non-residential clients _____ Number of residential clients _____)

By signing this Application Cover Page the county acknowledges its intent to comply with the rules and conditions as stated in the Drug Court-Related Substance Abuse Treatment Program Request for Application (RFA). Assurances required under Section V.C of this application are enclosed and properly signed.

Signature of Responsible County Official:

Signature

Date

Printed Name/Title

Date

I. Description of Local Drug Court: System, Procedures, and Staffing (10 Points)

(Please describe your proposed drug court and its treatment referral process in this space ¹. If necessary, one additional page may be attached and identified as “Page 2a” in the upper right corner. Please include in the description all staffing utilized to operationalize each of these processes. Addressing how your drug court is or will implement each of the ten key components of drug courts is a minimum requirement to pass the technical review. If you are building upon an existing drug court, please clearly delineate between the current program and the proposed enhancements. If you are using a previously developed drug court program description, please be sure to update the information for purposes of this application.)

¹*Defining Drug Courts: The Key Components* by The National Association of Drug Court Professionals Drug Court Standards Committee has been included in Attachment E as a resource document. Additional copies may be obtained by calling either the Department’s Resource Center, at (800) 879-2772, or the National Criminal Justice Reference Service, at (800) 851-3420.

II. Project Narrative (70 Points)

A. Statement of Need (20 Points)

(On this page only, describe your specific need for the services and other resources this program's funding will provide. Please include the number of drug court clients waiting for residential and/or non-residential treatment and average length of wait to gain access to each type of treatment. Include a description of the age groups, ethnicity, gender and special needs of the target population(s) to be served. Please include a discussion of the data available which supports your assessment of the need.)

B. Goals and Objectives (30 Points)

(On this page only, list and explain the goals, objectives and activities of your proposed project. Use performance indicators that will describe in measurable terms what you hope to accomplish if funded. At the bottom of the page, please complete the require information regarding your proposal; do not include clients who would have been served or services which would have been provided by an existing drug court.)

Estimated number of additional drug court clients to be treated in the first 12 months of the project _____

Estimated number of non-residential clients _____ Estimated number of residential clients _____

_____ divided by _____ equals \$ _____
(Total request for the first 12 months) (Number of additional clients treated year 01) (Cost per client additional treated)

Estimated number of additional drug court clients to be treated in the second 12 months of the project? _____

Estimated number of additional drug court clients to be treated in the third 12 months of the project? _____

Estimated new residential bed days _____ and nonresidential treatment hours _____ in the first 12 months of the project.

Estimated new residential bed days _____ and nonresidential treatment hours _____ in the second 12 months of the project.

Estimated new residential bed days _____ and nonresidential treatment hours _____ in the third 12 months of the project.

C. Project Design (20 Points)

(On this page only, describe your plan to accomplish the stated goals and objectives in chronological order.)

III. Evaluation (10 Points)

A. Data Collection and Progress Assessment (10 Points)

(On this page only, describe the planned or current efforts to evaluate your drug court. Please include a discussion of your data collection process, the type of information gathered about the services provided to drug court clients, and describe how the information is used to assess client progress.)

IV. Project Budget (30 Points)

A. Line Item Budget (10 Points)

(On this page only, describe your proposed budget for the entire 36 months period. The proposed budget must reflect “incremental” (per fiscal year) project expenditures. On page 8 list all known contractors to be used and any current rate agreements)

<u>Budget Item</u>	<u>Months 1-12</u>	<u>Months 13-24</u>	<u>Months 25-36</u>
--------------------	--------------------	---------------------	---------------------

Personnel-Salary (list position, FTE, and salary) (note limits in RFA)			
---	--	--	--

Fringe Benefits (list by item and %)			
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Travel (include 6 attendees to a yearly 3 day conference in Sacramento)			
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Equipment (note limits in RFA)			
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Supply (note limits in RFA)			
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Contractual Services			
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Training (note limits in RFA)			
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Indirect Costs			
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GRAND TOTAL			
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Contractors

Current Rate(s) Agreement(s)

B. Project Budget Narrative (10 Points)

(On this page only, describe and justify each line item of your budget.)

C. Matching Funds Listing and Narrative (10 Points)

(On this page only, please itemize and provide a detailed narrative of how the 25% match requirement is derived.)

Dedicated Cash Match \$ _____

In-kind Match \$ _____ (see RFA, Section E)

Total Match \$ _____

V. Assurances and Certifications (30 Points)

A. Collaboration and Coordination (20 Points)

(In the space below, please specifically describe your method of collaboration and coordination; i.e. advisory groups, cross-cutting teams, inter-agency groups, meetings, etc. Identify who is committed to support this project; list all county agencies, courts, providers ², and/or others involved in the collaboration and coordination of this project.)

²"Providers" may incorporate agencies included in the list of contractors, if they are involved in supporting this project in some manner beyond the provision of purchased services, i.e. participation in advisory groups, cross-cutting teams, training, mentoring, etc.

B. Integration and Continuation of Increased Treatment (10 Points)

(In the space below, please describe your general plans for the integration and continuation of the increased treatment capacity beyond the three year funding.)

C. Special Requirements and Assurances (Mandatory - No Point Value)

(The following requirements and assurances are made and agreed to by the applicant and the drug court(s) this program supports. These commitments are evidenced by the signatures of the County Alcohol and Drug Program Administrator(s) and the Drug Court Judge(s).)

California Drug Court Request For Application “Special Requirements and Assurances”

The applicant hereby assures and certifies compliance with the following statutory provisions of the Drug Court Grant Program authorized by Title V of the Violent Crime Control and Law Enforcement Act of 1994 (Crime Act), Public Law 103-322.

1. Assurance that all treatment programs and providers utilized in the drug court program are licensed, certified, or accredited by appropriate State government or professional agency.
2. Assurance that the violent offenders, as defined by Section 2203 of the Crime Act, will be excluded from drug court programs receiving funds under this program.
3. Assurance that the applicant will actively participate in the cross-site evaluation of the programs funded under this initiative.
4. Assurance of the intention and capability of the county and/or jurisdiction to continue the expanded treatment services after the conclusion of State funding.
5. Demonstration of a willingness and ability to participate in annual technical assistance conferences sponsored by the State Department of Alcohol and Drug Programs.
6. Funds received under this program will be used to supplement, not supplant, other Federal, State, or local funds.
7. Assurance that the applicant will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the program.
8. Assurance that the applicant will comply with all requirements imposed by the State sponsoring agency concerning special requirements of law, program requirements and other administrative requirements.

Signature

Title

Date

Signature

Title

Date

Signature	Title	Date
_____	_____	_____
Signature	Title	Date
_____	_____	_____

VI. Completing and Submitting Your Application

A. Completion Check List

- ☐ The application is within the specified space/page limits.
- ☐ All pages are standard white 8 1/2" x 11" paper.
- ☐ All pages are legible and typewritten.
- ☐ Typeset is no more than 12 characters per inch ³.
- ☐ Margins are a minimum of 1/2 an inch in width.
- ☐ All pages are single sided.
- ☐ All pages are consecutively numbered.
- ☐ All pages have a header which identifies the county and the application.
- ☐ Appropriate signatures have been obtained on page 1 and page 12 of the application.
- ☐ A signed operational agreement has been included in Attachment B.
- ☐ Each of the ten key components of drug courts has been addressed in the description of the local drug court
- ☐ The application is unbound and 4 unbound copies are provided.
- ☐ Arrangements have been made to deliver the application by 5 p.m. on December 1, 1997.
- ☐ Each area is addressed; the application is complete and sufficient
- ☐ The text complies to the instructions within the RFA and Application; the application is responsive.

B. Submit Your Application

On or before 5:00 p.m. on December 1, 1997 deliver your application package to

Marshal Wilkerson, Supervisor
Special Projects Section
Department of Alcohol and Drug Programs
1700 K Street, Fifth Floor
Sacramento, CA 95814-4037

Applications must be delivered to the Department by the deadline, postmarks will not be considered. The Department will not accept applications delivered after 5:00 p.m. The Department will not accept applications delivered through facsimile, electronic transfer, or on diskette. The Department is not responsible, nor will the Department make exceptions to the deadline due to problems with delivery of an application (i.e. courier breakdown, traffic, canceled flights, etc.).

³ Please note, this limitation is neither font nor pitch based. Each application will be measured to ensure that there are no more than 12 characters per inch of text.

ATTACHMENT B

SAMPLE OPERATIONAL AGREEMENT

(This document is a sample and is intended only as a guide, see RFA Section III. Replace this page with your own Operational Agreement(s). If necessary, you may add additional pages identified as 14a, 14b, 14c, etc. However, your operational agreement(s) is limited to no more than three pages per entity/agency involved in the agreement. This attachment may not be utilized to expand your proposal; it is intended to provide detailed information regarding the level and quality of commitment within your Drug Court and its supportive systems.)

This Agreement stands as evidence that the (applicant agency) and the (agency), (agency), (agency), and (agency) intend to work together toward the mutual goal of providing maximum available services for offenders with alcohol and other drug problems through the (drug court) in (county or region). All the named agencies believe that implementation of the

(name of applicant agency) proposal will further this goal. To this end, each agency agrees to participate in the program, if implemented, by coordinating/providing the following resources and services and fulfilling the following commitments:

1. The (applicant agency) and the (agency) will closely coordinate the following:

- (Agency) being readily available to provide (services, staff time, space, etc.) to the (drug court or applicant agency) in support of the Drug Court-Related Substance Abuse Treatment Funding Project.

- (Agency) participating in the following list of regular meetings of the listed groups consisting of the listed individuals/positions in support of the implementation and operation of the (drug court and/or applicant's proposal).

Group	Meeting	Frequency	Individual/Position
_____	_____	_____	_____
_____	_____	_____	_____

- (Applicant agency) being readily available to provide (services, staff time, etc.) to the (agency) as part of the (drug court or applicant's proposal).

- (Applicant agency) participating in the following list of regularly scheduled meetings of the listed groups consisting of the listed individuals/positions in support of the implementation and operation of the (drug court and/or applicant's proposal).

Group	Meeting	Frequency	Individual/Position
_____	_____	_____	_____
_____	_____	_____	_____

- (Applicant agency) and the (agency), (agency), (agency), and (agency) will also undertake the following specific activities or agreements as outlined in the (applicant's proposal).

We, the undersigned, as authorized representatives of (applicant agency) and (agency), (agency), (agency), and (agency) do hereby agree to the commitments outlined in this document.

Signature	Title	Agency	Date
_____	_____	_____	_____

Signature

Title

Agency

Date

Signature

Title

Agency

Date

Signature

Title

Agency

Date

ATTACHMENT C

County List By Categories

Retain this list within your application for the review committee members' reference.

MINIMUM BASE ALLOCATION	MEDIUM	LARGE	EXTRA-LARGE
Alpine	Butte	Alameda	Los Angeles
Amador	El Dorado	Contra Costa	
Calaveras	Humboldt	Fresno	
Colusa	Imperial	Orange	
Del Norte	Kern	Riverside	
Glenn	Kings	Sacramento	
Inyo	Madera	San Bernardino	
Lake	Marin	San Diego	
Lassen	Mendocino	San Francisco	
Mariposa	Merced	Santa Clara	
Modoc	Monterey		
Mono	Napa		
Plumas	Nevada		
San Benito	Placer		
Sierra	San Joaquin		
Siskiyou	San Luis Obispo		
Sutter	San Mateo		
Tehama	Santa Barbara		
Trinity	Santa Cruz		
Tuolumne	Shasta		
Yuba	Solano		
	Sonoma		
	Stanislaus		
	Tulare		
	Ventura		
	Yolo		

ATTACHMENT D

CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT GRANT PROGRAM

APPLICATION SCORING INSTRUMENT SUMMARY

COUNTY OF _____

TOTAL SCORE OF _____ POINTS OUT OF A TOTAL POSSIBLE SCORE OF 150 POINTS

SUBJECT CRITERIA	SCORE
I. DESCRIPTION OF LOCAL DRUG COURT (Total Possible Score Of 10 Points)	
II. PROJECT NARRATIVE (Total Possible Score Of 70 Points)	
IIA. Statement of Need (Possible Score Of 20 Points)	
II B. Goals and Objectives (Possible Score Of 30 Points)	
IIC. Project Design (Possible Score Of 20 Points)	
III. EVALUATION (Total Possible Score Of 10 Points)	
IV. PROJECT BUDGET (Total Possible Score Of 30 Points)	
IVA. Line Item Budget (Possible Score Of 10 Points)	
IVB. Budget Narrative (Possible Score Of 10 Points)	
IVC. Matching Funds Listing and Narrative (Possible Score Of 10 Points)	
V. ASSURANCES AND CERTIFICATIONS (Total Possible Score Of 30 Points)	
VA. Collaboration and Coordination (Possible Score Of 20 Points)	
VB. Integration & Continuation of Increased Treatment (Possible Score Of 10 Points)	
TOTAL APPLICATION SCORE (Total Possible Score Of 150 Points)	

The shaded scores are summations of several individual sub-section scores and should not be figured into the total application score.

ATTACHMENT E

Defining Drug Courts: The Key Components

By

The National Association of Drug Court Professionals
Drug Court Standards Committee

**CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT PROGRAM**

APPLICATION SCORING INSTRUMENT

COUNTY OF _____

TOTAL SCORE OF _____ POINTS OUT OF A TOTAL POSSIBLE SCORE OF 150 POINTS

SUBJECT CRITERIA	COMMENTS	SCORE
<i>I. DESCRIPTION OF LOCAL DRUG COURT</i> <i>(Total Possible Score Of 10 Points)</i> Reference Ten Key Components of Drug Courts . The description includes how each of the ten key components are or will be included in the drug court.		
<i>II. PROJECT NARRATIVE</i> <i>(Total Possible Score Of 70 Points)</i>		
<i>IIA. Statement of Need</i> <i>(Possible Score Of 20 Points)</i> The need statement supporting the proposed program is clearly explained and quantified, including the number of drug court clients on lists awaiting residential and non-residential treatment and average length of wait to get treatment. Includes a description of the age groups, ethnicity, gender and special needs of the target client group to be served.		
<i>II B. Goals and Objectives</i> <i>(Possible Score Of 30 Points)</i> The goals and objectives meet the requirements of this RFA and reflect the treatment needs of the Drug Court. Key objectives are well defined, measurable and address the identified needs of the court and fit with the project goals. Applications include the number of new clients to be treated, the number of new residential bed days to be created, and the additional non-residential treatment hours to be provided with this funding. If applicable, the number of clients on waiting lists who will be served with these funds is also be included.		

APPLICATION SCORING INSTRUMENT FOR COUNTY _____

SUBJECT CRITERIA	COMMENTS	SCORE
<p><i>IIC. Project Design (Possible Score Of 20 Points)</i> There is a clear explanation of how the project will work: who the partners are and the service activities to be performed. The project's design flows from an insightful analysis of the project needs and the ethnic/cultural aspects of the target population. If applicable, describes opportunities for collaborating with existing treatment providers. A chronological sequence of events is shown.</p>		
<p><i>III. EVALUATION (Total Possible Score Of 10 Points)</i> An assurance is provided that the county has a process to 1) acquire the data necessary to participate in the cross-site program evaluation; and 2) monitor/assess the overall progress of its goals and objectives as stated in Section IIB.</p>		
<p><i>IV. PROJECT BUDGET (Total Possible Score Of 30 Points)</i></p>		
<p><i>IVA. Line Item Budget (Possible Score Of 10 Points)</i> A detailed line item budget covering the three separate 12 month periods within the total 36 month period is provided. The proposed budget reflects “incremental” (per fiscal year) project expenditures. The budget is within the limits of the RFA. The budget appears adequate, though not excessive, for the program described .</p>		
<p><i>IVB. Budget Narrative (Possible Score Of 10 Points)</i> Each item within the budget is addressed, explained in a coherent manner, and justified as necessary for the proposed activities.</p>		

APPLICATION SCORING INSTRUMENT FOR COUNTY _____

SUBJECT CRITERIA	COMMENTS	SCORE
<p><i>IVC. Matching Funds Listing and Narrative (Possible Score Of 10 Points)</i> Cash matching funds seem reasonable and are listed by source and amount. “In-kind” matching funds are plausible, itemized and indicate a commitment to the project on the part of the county. A greater weight is given to cash matches when determining score.</p>		
<p><i>V. ASSURANCES AND CERTIFICATIONS (Total Possible Score Of 30 Points)</i></p>		
<p><i>VA. Collaboration and Coordination (Possible Score Of 20 Points)</i> The application reflects a high degree of collaboration among all involved county agencies and a viable on-going mechanism for coordinating closely throughout the project period. Each operational agreement(s) identifies the entities participating in either the Drug Court or the Drug Court-Related Substance Abuse Treatment, outlines each party’s roles and responsibilities, and identifies what each entity will bring to and can expect from the Drug Court or the Drug Court-Related Substance Abuse Treatment.</p>		
<p><i>VB. Integration and Continuation of Increased Treatment (Possible Score Of 10 Points)</i> A plan is included to integrate and continue to support the increased level of treatment available to drug court clients as a part of the on-going operation of the county Drug Court.</p>		
<p><i>TOTAL APPLICATION SCORE (Total Possible Score Of 150 Points)</i></p>		